

## POSITION DESCRIPTION

### I. POSITION

TITLE: Trust Fund Administrator  
POSITION NUMBER:  
DEPARTMENT: Department of Budget and Finance  
DIVISION: Hawaii Employer-Union Health Benefits Trust Fund  
GEOGRAPHIC LOCATION: Honolulu, Hawaii

### II. POSITION SUMMARY

The Administrator functions in the role of a chief executive officer planning, developing, and directing the policies, practices, and operations of the Trust Fund to insure that all financial and strategic objectives and goals are met and in accordance with the Board of Trustees' policies and objectives including compliance with applicable governmental regulations. The position serves as the Board's representative in the oversight of the Trust Fund and is fully accountable to the Board of Trustees.

### III. MAJOR RESPONSIBILITIES

1. Directs and oversees the administration and general management of Trust Fund assets and operations.
2. Determines financial and administrative objectives for the Trust Fund; formulates plans, policies, and appropriate legislative proposals. Secures and allocates resources to achieve these objectives.
3. Exercises control to ensure that objectives are achieved in accordance with Trust Fund policy and governmental regulations.
4. Oversees the design of new or redesigns existing employee benefit programs to achieve Trust Fund objectives.
5. Directs the procurement of services required by the Fund including benefit carriers for the benefit programs offered by the Trust Fund, benefit consultants, auditors, actuaries, investment managers and other professional advisors. Negotiates terms and contracts with the carriers and other professional advisors.
6. Represents and advises the Board of Trustees on political, legislative and regulatory matters that impact the Trust Fund.
7. Liaises with executives and representatives from various state, county, and federal agencies, employers, employee organizations, insurance carriers, legislature, industry experts, and other interested community groups to establish

and maintain relationships that are consistent with and necessary to achieve the objectives and mission of the Trust Fund.

**IV. POSITIONS SUPERVISED**

- Senior-level managers in the areas of finance, operations, information management systems, and communications.
- Secretary

**V. CONTROLS EXERCISED OVER THE WORK**

Accountable to: Board of Trustees

Nature of Control: Works independently under broad direction. Fully accountable to the board of Trustees for the management of the Trust Fund's assets and operations.

**VI. MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university in the area of human resources management, business, finance or other related areas. Substitution of experience for education is allowed.

Five years or more of senior management experience in the administration of health and employee benefit programs for large participant groups (active and retired employees). The experience must have included direct involvement with executive-level decision makers, service providers, and investment, legal, and financial professional advisors; demonstrated benefit plan design; extensive service contract negotiations; and supervision of management staff.

Any of the following certifications are preferred but not required:

- Certified Employee Benefits Specialist (CEBS)
- Certified Public Accountant (CPA)
- Certified Life Underwriter (CLU)
- Certified Financial Planner (CFP)

**VII. COMPETENCIES**

1. Leadership with the ability to act with high degree of autonomy and to anticipate issues and present alternatives to the board of trustees.
2. Business acumen with excellent analytical skills, the ability to interpret financial and operating information and make sound well-informed decisions in order to accomplish Trust Fund goals.

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3. Effective planner with ability to formulate long and short-range goals and objectives to accomplish the Trust Fund's mission and the ability to formulate plans for and lead the Trust Fund towards future goals and objectives.
4. Manager with ability to hire, develop, coach and motivate managers and support staff in areas of technical operations and employee benefit administration.
5. Highly effective problem solver with the flexibility to adapt resolutions with consideration of new information, changing conditions, or unexpected obstacles.
6. Effective communicator with high level of written and oral communication skills.
7. Exceptional interpersonal skills.
8. Persuasive with ability to establish articulate clear objectives.
9. Highly organized with ability to handle multiple tasks effectively.
10. Technical competence in employee benefit regulations, benefit plan design, and plan administration.
11. Continual awareness of current industry trends and issues and economic, political, and social trends that affect the Trust Fund in its mission and goals.